Parks, Trails and Open Space Naming Procedure City of Arvada October, 2005

The purpose of this procedure is to clearly define the process for naming Arvada's parks, trails, open space areas and associated structures or facilities. It is designed in the spirit of neighborhood involvement and influence as well as to facilitate a naming process for present and future needs. The values, contributions, services and heritage of the community can be embodied and preserved by appropriate and logical naming of parks and facilities.

Parks, trails and open space areas shall be defined as any parcel of land, including ponds and lakes that are donated, dedicated or acquired for public use as a park, trail or open space. Park structures or facilities shall be defined to include but not limited to athletic fields, tennis courts, playgrounds, shelters, picnic areas, horseshoe courts, equestrian facilities, shuffleboard courts, golf courses, outdoor theaters, buildings, gymnasiums and swimming pools. For additional details, refer to the 2001 Arvada Parks, Trails and Open Space Master Plan, available at City Hall.

For name requests that do not meet the standards or conditions set forth in this procedure, alternatives are given at the end of this document.

1. Naming Criteria

Each of the following conditions describe an opportunity for implementing the park naming procedure:

- Any planned park, trail or park facility that is not yet built and has no official name.
- Any park, trail or park facility that is built and has no official name.
- Open space areas that are acquired by the City for public use.

Any interested person may become involved in the naming process for the park or facility. To be considered, proposed names may be submitted from one of the following sources:

- A steering committee appointed by the Parks, Golf and Hospitality Services staff to participate in the planning and/or development of a new park.
- Any person(s) or firm(s) who contribute significantly to the development of the park or facility. Land developers of adjoining property may be included in this group regardless of whether their contribution is voluntary or required by the City.
- An ad hoc naming committee may be assembled under the guidance of APAC and/or the Parks, Golf and Hospitality Services staff. This committee shall be comprised of residents from neighborhoods near or adjacent to the park or facility to be named.
 - Special interest groups (i.e. Arvada Historical Society, past park landowner, etc.) may also participate in the park naming process.
 - Any person with an interest in the park or facility.
 - Any agreements with school districts shall be considered.
 - City Council, City staff or the Arvada Park Advisory Committee.

2. Selection of a Name

Those participating in the naming process should carefully consider the selection of a name. The name may be chosen within a group or the group may come up with a process, such as a contest, to produce a name. Ralston Cove Park was named through a contest held by the school children at Fitzmorris School in 1984. The neighborhood groups at the park planning meetings requested that the park be named by the school children. All names obtained through contests must meet the criteria set forth in this procedure.

Name selections should express appreciation to those who have contributed significantly to the City or maintain themes established for adjoining developments. Preference will be given to names having local and/or historical significance.

The selection of a name shall begin following the acquisition of the property. The selection process must be completed in a timely manner. Names submitted should adhere to the following standards and guidelines:

- Geographic names descriptive of the location or significant natural features in or near the park or facility.
- Historic names or events relevant to the park or facility. The name submitted should be one of significance to a substantial portion of the community and this fact shall be documented.
- Organization or person who made a significant contribution to the park or facility being named. Contribution, whether years of service or monetary donation, should be extensive and substantial.
- Person who made a significant contribution to the City as a whole over an extended period
 of time. It should be someone who has contributed in a definitive and outstanding manner
 to the betterment of this community and its citizens.

Submitting a Name Request

After a name is agreed upon by the naming participants, the requested name shall be submitted to the Arvada Park Advisory Committee. This committee shall be responsible for the evaluation of the requested name.

To submit a name to the Park Advisory Committee:

- Document the reasoning for the requested name and show community support that includes neighbors of the park or facility in the request. To *change* the name of a park or facility, valid and adequate reasons must be given in the request to the Arvada Park Advisory Committee.
- Requests commemorating a person's name shall include a biographical profile, written approval from that person (or next of kin if that person is deceased) and signed petitions with 100 signatures from Arvada residents, including neighbors of the park or facility to be named.
- Call the Parks and Urban Design Manager to schedule the presentation of the requested name to the Arvada Park Advisory Committee.
- At the APAC meeting, present the request to the committee and submit 15 copies of the written recommendation, including any historical documentation, a biographical profile and signed petitions, if applicable.

After the presentation and submission of written materials, the Arvada Park Advisory Committee shall then begin the review process.

3. Approval Process

The approval process is a determination of the appropriateness of the requested name according to the standards set forth in this document. APAC has primary responsibility for completing all duties required for this determination. The approval process shall begin with an evaluation period based on the type of name request.

- a) If the name request commemorates a person or group, a 90-day evaluation period shall begin upon presentation and written submission to APAC. The evaluation process shall include a careful review of the person or group being recognized in the request and neighborhood meetings to inform the adjacent public about the request. APAC will prepare a 'naming' packet for City Council that includes the name request, supporting documentation and the name of the acting liaison from the Park Advisory Committee. At the request of City Council, a study session may be scheduled with APAC to fully discuss the name request. Before a final determination is made, APAC shall inform City Council of their discussions about the name request.
- b) All other name requests shall be evaluated by APAC for a minimum of 60 days from the date of presentation and written submission to APAC. During this evaluation period, City Council shall be notified about the name request.

When City Council and APAC reach agreement, APAC will then formally present the name request to City Council for approval. The final decision for naming parks and facilities shall always remain in control of City Council.

After the name is approved by City Council, the City will provide signs, where appropriate. If requested, the City may also provide additional signage displaying background information about the name. The City shall keep a permanent record of the name's documented history either on the City's website and/or with the Arvada Historical Society.

4. Alternatives

If the requested name does not meet the criteria, three alternatives exist to commemorate a person and/or a name.

Plant-a-Tree Program: The Plant-A-Tree program was designed to promote the planting of trees in Arvada parks and open spaces, as a rewarding and unique means of paying tribute, honoring or commemorating a person or event.

The donor chooses the type of tree from our list and pays the wholesale cost to the City. The forestry division then selects the tree, purchases it and on the day and time requested, will plant the tree in a local park of the donor's choice.

For more information or to receive a brochure regarding this program, please contact the Arvada Parks Division at 720-898-7410 or visit Arvada's web site at www.ci.arvada.co.us.

Donate a Bench: Benches with commemorative name plaques may be donated through the Parks, Golf and Hospitality Services staff. The donor pays the cost of the bench and plaque to the City. The Parks, Golf and Hospitality Services Department will purchase the bench and plaque. On the date and time requested, the Parks, Golf and Hospitality Services Department will place the bench in a local park or along a trail of the donor's choice. For more information, please contact the Parks, Golf and Hospitality Services staff at 720-898-7400.

Clean a Park or Trail: The Adopt-a-Trail program may be used as an ongoing memorial activity. The requesting party may organize a group to clean a favorite park or trail. For participating in this program, the city will place a sign at the selected park or trail. The requesting party may use this sign to commemorate or honor someone. For example, "This trail cleaned by Group A in memory of J. Doe".

For more information or to receive a brochure regarding this program, please contact the Arvada Parks Division at 720-898-7410 or visit Arvada's web site at www.ci.arvada.co.us.

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